

**CONFIDENTIAL**

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300270020-6

RECORDED! Reports (weekly)

RE	TO
RECORDS MANAGEMENT	11 January 1954
ADMINISTRATIVE SERVICE	

Chief, General Services Office

Chief, Records Services Division

Activity Reports for the Records Services Division

1. There are attached reports for the weeks ending 31 December and 7 January, reflecting progress in each area of the Records Management Program. There is also attached the monthly report for December 1953.

2. A review of these reports indicates the following items which are of particular significance:

a. Records management surveys are continuing without difficulty in the Medical Office, Office of General Counsel and FBID. Some files have already been retired to the Records Center from the Medical Office. The survey of FBID has progressed to the point where the establishment of official file stations is now being proposed to that Division. 578 linear feet of records have been inventoried for the General Counsel's Office. A records control schedule has been prepared and agreed to by the Medical Office.

b. A handbook is now in process on the disposition of Agency records.

c. As of 1 January 1954, there were 953 active Agency forms. An up-to-date index of Agency forms is being prepared through the use of the punch card method. This will permit identification of forms by number, function and title. It is proposed to use this mechanized method to prepare indices for the use of each Area Records Officer. By this method, we will assist the Area Records Officers in advising them of forms now in use which may be used and thereby eliminate the development of duplicate ones.

d. A revised method for the preparation of the next quarterly Agency T/O's has been agreed to by the Personnel Office. This will include an indication of the incumbent of each position and thereby give the Personnel Office and operating offices position control records. This new procedure will apply to all offices in the DD/A and DD/I groups for the next quarter. The DD/P group will be converted at a later date. Effective 4 January 1954, the work reporting system for the Printing and Reproduction Division was converted to the punch card method.

e. A schedule for the deposit of Vital Materials for OSI has been agreed to and adopted.

f. A staff study on the Writer's Guide is in process of preparation. It was discussed with the Director of Training who has agreed that the General Services Office has responsibility in this area. The Reports Management Program, agreed to by the Office of

**CONFIDENTIAL**

Comptroller some time ago, has been delayed because that office now wants to coordinate the Program internally with several persons before adopting it. This has required the preparation of additional copies of our proposal.

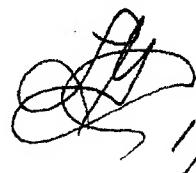
25X1

a. The major items with respect to converting [redacted] Records Center operation have been completed. With the erection of the second 100 units of steel shelving, the total capacity of the Center is now 18,948 cu. ft. We now have in the Center 10,993 cu. ft. of records, leaving available 7,955 cu. ft. for future expansion. Reference requests for records in the Center showed a marked increase over the previous month. An examination has been made of all material in the Records Center and, as a result, 100 cu. ft. of non-record material can be eliminated and will be disposed of.

25X1

b. The Office of Training has requested us to review a proposed filing system which has been prepared by [redacted] 25X1 Acting Area Records Officer for that office. As a result, the system proposed for the Office of Training will be revised to bring it more in line with the proposed Agency filing system. The Office of Training has requested that we participate with them in describing the proposed Agency filing system to three groups of Agency personnel scheduled for the clerical training courses to be held in January and February.

25X1 [redacted]

  
1/91/54

**CONFIDENTIAL**